

ACCOUNT CLERK I

ACCOUNT CLERK II

CLASSIFICATION DEFINITION

Performs a variety of general or specialized clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; obtains and compares information related to department records, programs, and services; and performs related work as required.

Account Clerk I

Working under close supervision, Account Clerk I is the entry level in the Account Clerk series. Employees in this class receive in-service training, and are given detailed instructions in the performance of routine accounting, statistical and case recordkeeping tasks and perform tasks that are more structured and repetitive than those assigned at level II. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to the Account Clerk II level after one year of satisfactory performance at the trainee level.

Account Clerk II

Working under general supervision, Account Clerk II is the journey level in the Account Clerk series. Employees at this level are expected to have background and experience in the area of financial, statistical, or case recordkeeping and reporting, and to be qualified to perform the full scope of duties; using independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations. Incumbents at this level refer only non-procedural questions to the leadworker or supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Account Clerk I, or if filled from the outside, require prior related experience.

The Account Clerk II differs from the Account Clerk III in that the latter is the advanced journey level and may be assigned leadworker duties. The Account Clerk I/II differs from the Office Assistant I/II in that the primary duties of the Account Clerk involve the application of mathematical skill and ability in the use of financial, numerical and statistical data and information. The Office Assistant class performs a wide variety of general office support duties in which the use of mathematical ability is incidental to the primary function and most frequently performed duties.

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Account Clerk I, duties are performed at the entry level:

- Maintains financial and statistical records; makes arithmetical tabulations; posts financial data by hand or computer to registers, subsidiary ledgers, expenditure and

case records; code, verify, and file various financial documents; checks data in various documents for accuracy.

- Prepares or assists in preparing statistical and fiscal reports required by state, federal, and local agencies; assists with compilation of budget information including work and time records; gathers and summarizes information from source documents or computerized reports and arranges in understandable, presentable, or prescribed format.
- Handles money transactions such as collecting and disbursing monies and other negotiable items related to department's programs and agency operations; checks, balances, and reconciles cash statements and computerized reports; processes or assists with the processing of documents such as invoices, purchase orders, warrants, food stamps, and other records.
- Answers telephone calls to provide, elicit, or verify information or data.
- May operate automated systems to produce letters, reports, summaries, notices, checks, data, spreadsheets, and standardized forms that are required for the maintenance of fiscal and statistical reports.
- Performs other clerical duties such as typing, filing, counter service, copying, etc. on an as needed basis.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of:

- Modern office practices, methods, and procedures.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Methods, practices, and procedures of financial and statistical record keeping.
- General goals and purpose of the department's programs.
- Common word processing, spreadsheet, and database software packages.

Ability to:

- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Make arithmetic computations with speed and accuracy. Calculate solutions to math problems including addition, subtraction, division, multiplication, percentages, decimals, and fractions.
- Compare, transcribe, track, and reconcile information between documents, accounts and ledgers.
- Enter data quickly and accurately into automated system.
- Compare and transcribe numbers and words accurately.
- Locate, identify, and correct inaccurate or incomplete information.
- Read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents and reports.

- Communicate effectively verbally, and in writing, with individuals from diverse socio-economic and cultural backgrounds.
- Establish and maintain effective working relationships.
- Follow written and oral directions and instructions.
- Perform a variety of financial, statistical, and case recordkeeping assignments.
- Prepare and maintain accurate reports and records.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Account Clerk I:

EITHER

Six (6) months of full-time clerical experience in an office environment that included some application of mathematical skills in the performance of duties;

OR

Equivalent to twelve (12) semester hours of coursework that included basic financial and statistical recordkeeping practices and procedures; mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages; and computer applications and spreadsheet software.

{Note: Substitutions in the above two minimum qualification requirements may be made on the basis of two (2) semester hours equals one (1) month of experience.}

Account Clerk II:

One (1) year of full-time clerical accounting experience performing fiscal, statistical, or case record office support work in an office environment.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.